

Davis School District
School-To-Careers
Work-Based Learning

STUDENT INTERNSHIP SKILLS LIST
Job Title: Elementary Counselor

Student Name: _____ Business: Davis School District

Transferable Job Skills: *A number of workplace skills are necessary in all career fields. These skills (listed below) should be observed and practiced at all student internship sites. Mentors will evaluate interns on transferable job skills each term.*

- Work Habits and Attitudes
- Technical Skills
- Thinking and Problem Solving Skills
- Communication Competencies
- Interpersonal Effectiveness
- Quality of Work Accomplished
- Dependability & Punctuality
- Appearance and Grooming

Specific Job Skills: *This list is designed to help you learn important skills during your internship period. The column on the left will designate various procedures used in your internship. Each time you observe or participate in a procedure, record the date.*

PROCEDURE OR SKILL	DATE OBSERVED	DATE PARTICIPATED
Anger management		
Friendship counseling		
Making mistakes		
Positive “I” messages		
Revenge		
School phobia		
Self-esteem		
Stand up for rights		
Stranger counseling		
Peer mediation		
Accepting Differences		
Stress Management		
Resilience		
Persepective		

Supervisor Signature _____

Date _____